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FEDERAL BUREAU OF INVESTIGATION
FOI/PA
DELETED PAGE INFORMATION SHEET
FOI/PA# 1258341-0
Total Deleted Page(s) = 49
Page 6 ~ Duplicate;
Page 23 ~ Duplicate;
Page 32 ~ Duplicate;
Page 36 ~ Duplicate;
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FEDERAL BUREAU OF INVESTIGATION
FOI/PA
DELETED PAGE INFORMATION SHEET
FOI/PA# 1205567-0
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Page 157 ~ Duplicate;
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## Page 158 ~ Duplicate;

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	(AT)(FBI)	
From: Sent: To: Subject:	(AT) (FBI) Thursdav. December 13. 2012 9:40 AM (AT)(FBI) FW: Retirement UNCLASSIFIED	
Classification:	UNCLASSIFIED	
FYI .		
Classification:	UNCLASSIFIED	
within our great FBI orgar epitomize everything that carried yourself with pride	retirement:  our many years of dedicated service to the FBI from a grateful nation. The primary strength of the ran nization is squarely on the shoulders of the senior journeyman GS-13 Special Agents. you to we so respect and rely upon within those critical GS-13 Special Agent ranks. You have continually e and convey steady and composed professionalism. Over the years your dedicated service and ave reflected great credit upon the FBI. Thank you for your service. You will certainly be missed.	ık:
Very Respectfully,		
Roger Stanton		
•		
Roger Stanton Section Chief Hazardous Devices Ops Se Desk:	ection, CIRG	
From: Sent: Saturday, Decembe To: STANTON, ROGER (IF Subject: RE:		
Classification:	UNCLASSIFIED	

	(AT)(FBI)
From: Sent: To:	(AT) (FBI)  Friday December 14 2012 4:05 PM  (AT) (FBI); (AT) (FBI
Subject:	RE: EXCEPTIONAL TEAM WORK DISPLAYED UNCLASSIFIED
Classification: U	INCLASSIFIED
what a great job you guys o it . I couldn't believe how	you for your efforts in making my party such a success! I heard a lot of comments from the guests on did. I know you worked long and hard in coordinating and setting up the event and I really appreciate you turned that empty room into a special event. Thanks especially to and the use of her catering property. And special thanks to my MC who once again outdid himself with his
My retirement party is a m	emorable event thanks to all of you.
Have a good holiday and I	look forward to seeing you all soon
To:  (FBI);  (AT) (FBI);  (Cc:  (AT) (AT)	(AT) (FBI)  (AT) (FBI)  (AT) (FBI):  (AT) (F
Classification: U	UNCLASSIFIED
	aments. I apologize for not being able to help with the set-up and breakdown.  a juvenile back to her group home and had to rush out of the party at the end.
Everyone did a great job ar	nd the place looked unbelievable for a very deserving individual ©.
Peace everyone. Enjoy the Christmas, Kwan	za, and Hanukah season!
From:	(AT)(FBI)

Thank you Mr. Stanton. All is well here, hope you are doing great too.
From: STANTON, ROGER (IR)(FBI)  Sent: Friday, November 30, 2012 4:25 PM  To: AT) (FBI)  Subject: RE: Retirement UNCLASSIFIED
Classification: UNCLASSIFIED
I will send one. Thanks I hope all is going great!
Roger Stanton Section Chief Hazardous Devices Ops Section, CIRG
From (AT) (FBI)  Sent: Fridav, November 30, 2012 2:04 PM  To SECD)(FBI) (AT) (FBI); STANTON, ROGER (IR)(FBI);  AT) (FBI)  Cc: (AT)(FBI)  Subject: Retirement UNCLASSIFIED
Classification: UNCLASSIFIED
Good Afternoon,
As you all know will be retiring at the end of this year. We are having an office celebration on Thursday, December 13 <sup>th</sup> I am sorry for the short notice, however, I am writing to see if any of you would like to write a congratulatory letter to be provided to at her celebration.
Thank You,
P.S. (Any letters for can be forwarded to my attention)
Classification: UNCLASSIFIED
Classification: UNCLASSIFIED
CTGBSTTTCGCTOII: ONCDASSIFTED
Classification: INCLASSIFIED

(AT)(FBI)
From: Sent: To: Subject:  (AT)(FBI) Fridav. December 14, 2012 2:23 PM AT) (FBI) RE: EXCEPTIONAL TEAM WORK DISPLAYED UNCLASSIFIED
Classification: UNCLASSIFIED
Thanks
Respectfully,
Administrative Specialist - Management Analysis Atlanta Field Office
"Leadership is the art of accomplishing more than the Science of Management says is possible." By Colin Powell
From (AT) (FBI)  Sent: Friday, December 14, 2012 1:45 PM  To: (AT)(FBI)  Subject: RE: EXCEPTIONAL TEAM WORK DISPLAYED UNCLASSIFIED
Classification: UNCLASSIFIED
It always takes someone to step up and be a leader to make things happen. Great job!
From: AT)(FBI)  Sent: Friday, December 14, 2012 8:50 AM  To: (AT) (FBI); (AT)

Cc AT) (FBI) Subject: EXCEPTIONAL TEAM WORK DISPLAYED UNCLASSIFIED
Classification: UNCLASSIFIED
Good morning Committee,  This email is sent with heartfelt gratitude for the amount of passion and teamwork displayed not only in preparing for SA retirement celebration, but for the amount of exceptional teamwork displayed by your unselfish service in assisting me with securing the voluminous amount of my personal property. I appreciate all of your hard work exhibited with setting up Wednesday, and working until 7:00 p.m.  Thursday night to flip the room back in the condition we found it in. Special gratitude
for handling obtaining the men to break the tables and chairs down.  Much much much gratitude for the strength and muscles you guys displayed. Love each of you and thanks again.
Also, "HAPPY HOLIDAYS". O
Respectfully,
Administrative Specialist - Management Analysis Atlanta Field Office
<> OLE Object: Picture (Device Independent Bitmap) >> "Leadership is the art of accomplishing more than the Science of Management says is possible." By Colin Powell .
Classification: UNCLASSIFIED
Classification: UNCLASSIFIED
Classification: UNCLASSIFIED

(AT)(FBI)
From: Sent: To: Subject:  AT) (FBI) Friday, December 14, 2012 1:45 PM (AT)(FBI) RE: EXCEPTIONAL TEAM WORK DISPLAYED UNCLASSIFIED
Classification: UNCLASSIFIED
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Also, "HAPPY HOLIDAYS". O
Respectfully,

Auministrative Specialist - Management Amalysis	
Atlanta Field Office	•
<< OLE Object: Picture (Device Independent Bitmap) >>	
"Leadership is the art of accomplishing more than the Science of Management says is poss	ible." By Colin Powell;
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Classification: UNCLASSIFIED	
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Classification: UNCLASSIFIED	

(AT)(FBI)
From: Sent: To:    AT) (FBI)
Cc: AT) (FBI) Subject: RE: EXCEPTIONAL TEAM WORK DISPLAYED UNCLASSIFIED
Classification: UNCLASSIFIED
I echo the wise comments. I apologize for not being able to help with the set-up and breakdown.  I was out 'till 10 escorting a juvenile back to her group home and had to rush out of the party at the end.
Everyone did a great job and the place looked unbelievable for a very deserving individual ©.
Peace everyone. Enjoy the Christmas, Kwanza, and Hanukah season!
From:
Classification: UNCLASSIFIED
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your hard work exhibited with setting up Wednesday, and working until 7:00 p.m.
Thursday night to flip the room back in the condition we found it in. Special gratitude
to for handling obtaining the men to break the tables and chairs down.

Much much much gratitude for the strength and muscles you guys displayed. Love each of you and thanks again.

Also, "HAPPY HOLÍDAYS". U U U
Respectfully,
Administrative Specialist - Management Analysis
Atlanta Field Office
'<- OLE OBJECT: PICTURE (DEVICE IN dependent Bitmap) >> "Leadership is the art of accomplishing more than the Science of Management says is possible." By Colin Powel.
Classification: UNCLASSIFIED
Classification: UNCLASSIFIED

(AT)(FBI)
From: Sent: To: Subject:  [AT)(FBI) Friday, December 14, 2012 11:01 AM [AT)(FBI) RE: EXCEPTIONAL TEAM WORK DISPLAYED UNCLASSIFIED
Classification: UNCLASSIFIED
You are extremely kind! Thanks Buns
Respectfully,
Admínístratíve Specialist - Management Analysis Atlanta Field Office
"Leadership is the art of accomplishing more than the Science of Management says is possible." By Colin Powell
From: (AT)(FBI) Sent: Fridav. December 14. 2012 10:58 AM To: (AT)(FBI) Subject: RE: EXCEPTIONAL TEAM WORK DISPLAYED UNCLASSIFIED
Classification: UNCLASSIFIED
THANKS The kudos go to you. We had to have an outstanding leader to bring all together! Love Buns
From:

Good morning Committee,  This email is sent with heartfelt gratitude for the amount of passion and teamwork displayed not only in preparing for SA retirement celebration, but for the amount of exceptional teamwork displayed by your unselfish service in assistin me with securing the voluminous amount of my personal property. I appreciate all of your hard work exhibited with setting up Wednesday, and working until 7:00 p.m.  Thursday night to flip the room back in the condition we found it in. Special gratitude to for handling obtaining the men to break the tables and chairs down.  Much much much gratitude for the strength and muscles you guys displayed. Love eac of you and thanks again.
Also, "HAPPY HOLIDAYS". CO CO
Respectfully,  Administrative Specialist - Management Analysis  Atlanta Field Office
<< OLE Object: Picture (Device Independent Bitmap) >> *Leadership is the art of accomplishing more than the Science of Management says is possible." By Colin Powell
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Classification: UNCLASSIFIED
Classification: UNCLASSIFIED

Classification: UNCLASSIFIED

(AT)(FBI)
From: Sent: To: Subject:  (AT)(FBI) Friday December 14 2012 10:58 AM (AT)(FBI) RE: EXCEPTIONAL TEAM WORK DISPLAYED UNCLASSIFIED
Classification: UNCLASSIFIED
THANKS, The kudos go to you. We had to have an outstanding leader to bring all together! Love Buns  From:  AT)(FBI)  Sent: Friday, December 14, 2012 8:50 AM  To:  (AT) (FBI):  (AT) (FBI):
Classification: UNCLASSIFIED  UNCLASSIFIED
Good morning Committee,  This email is sent with heartfelt gratitude for the amount of passion and teamwork displayed not only in preparing for SA retirement celebration, but for the amount of exceptional teamwork displayed by your unselfish service in assisting me with securing the voluminous amount of my personal property. I appreciate all of
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Also, "HAPPY HOLIDAYS". © ©
Respectfully,
Administrative Specialist - Management Analysis Atlanta Field Office

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	Device Independent Bitmap) >> of accomplishing more than the Science of Management says is possible.* By Colin Powell
Classification:	UNCLASSIFIED
========== Classification:	UNCLASSIFIED

(AT)(FBI)
From: Sent: To:  (AT)(FBI) (AT) (FBI);
Cc: (AT) (FBI) Subject: EXCEPTIONAL TEAM WORK DISPLAYED UNCLASSIFIED
Classification: UNCLASSIFIED
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Also, "HAPPY HOLIDAYS". O
Respectfully,
Administrative Specialist - Management Analysis Atlanta Field Office

"Leadership is the art of accomplishing more than the Science of Management says is possible." By Colin Powell

	(AT)(FBI)
From: Sent: To:	(AT) (FBI)  Wednesday, December 12, 2012 10:49 AM  (AT)(FBI)  (AT) (FBI)  (AT) (FBI)  (AT) (FBI)  (AT) (FBI)  (AT) (FBI)  (AT) (FBI)  (AT) (FBI);
Subject:	RETIREMENT DECORATIONS UNCLASSIFIED
Importance:	High
Classification: T	UNCLASSIFIED
See you over there on the	7 <sup>th</sup> floor!
Thanks!	
Atlanta Division	

	(AT)(FBI)
From: Sent: To:	(AT) (FBI)  Wednesday. December 12, 2012 9:08 AM  AT) (FBI)  AT) (FBI)  (AT) (FBI);  (AT) (FBI);  (AT) (FBI);  (AT) (FBI);  AT) (FBI);  (AT) (FBI);  (AT) (FBI);  (AT) (FBI);
Subject:	(AT) (FBI); (FBI); (AT) (FBI) (FBI) (FBI)
Classification: U	JNCLASSIFIED
TMI!	
Sept: Wednesday. DecemberTo(AT)(FBI)(AT)(AT)(FBI)	(FBI);       (AT)(FBI)       (AT) (FBI)       (AT) (FBI)         (FBI);       (AT)(FBI);       (AT)(FBI);       (AT) (FBI);
(AT) (FBI); Subject: RE:	(AT) (FBI); (AT) (FBI)  RETIREMENT ATTIRE UNCLASSIFIED
Classification: U	NCLASSIFIED 
And I will have on my	underoos
Sent: Tuesday, December To:	T) (FBI)  11, 2012 3:30 PM  AT) (FBI)  (AT) (FBI):  (AT) (FBI):  (AT) (FBI):  (AT) (FBI);  (AT) (FBI);
Classification: U	INCLASSIFIED
Oh good I found a shir	t that "says HO HO" LOL LOL its white and red
Public Corruption Atlanta Division	retions Support Technician

(AT)(FBI)
From:         (AT)(FBI)           Sent:         Wednesday. December 12, 2012 8:46 AM           To:         (AT)(FBI)           Subject:         RE   RETIREMENT ATTIRE UNCLASSIFIED
Classification: UNCLASSIFIED
I kinda like that thought! ©
Respectfully,
Administrative Specialist - Management Analysis Atlanta Field Office
*Leadership is the art of accomplishing more than the Science of Management says is possible.* By Colin Powell
From:  Sept: Wednesday December 12, 2012 5:46 AM  To:  VAT)(FBI)  Subject: RE:  RETIREMENT ATTIRE UNCLASSIFIED
Classification: UNCLASSIFIED
Aw, shucks. I was going to come in cowboy boots and hat! Ha.
From:

Classification: UNCLASSIFIED
Good afternoon Committee Members,  Please wear either black, white or red on Thursday for celebration. Any way you we there calons is fine. Also, were please wear your permal etting (quit, and tip, or elected and tip). Then
these colors is fine. Also, men please wear your normal attire (suit, and tie, or slacks and tie). Thank
Respectfully,
Administrative Specialist - Management Analysis Atlanta Field Office
<< OLE Object: Picture (Device Independent Bitmap) >> "Leadership is the art of accomplishing more than the Science of Management says is possible." By Colin Powell
Classification: UNCLASSIFIED
Classification: UNCLASSIFIED

	(AT)(FBI)
From: Sent: To:	(AT) (FBI)  Wednesday, December 12, 2012 8:08 AM  (AT) (FBI); (AT) (FBI)
Subject:	(AT) (FBI): (AT) (FBI) (AT) (FBI)  RE: RETIREMENT ATTIRE UNCLASSIFIED
Classification:	UNCLASSIFIED ====================================
And I will have on my	underoos
Sent: Tuesday. December	AT) (FBI)  (AT) (FBI); (AT) (FBI) (AT) (FBI)  RETIREMENT ATTIRE UNCLASSIFIED
Classification:	UNCLASSIFIED ====================================
Oh good I found a shi	rt that "says HO HO" LOL LOL its white and red
Ope Public Corruption Atlanta Division	erations Support Technician
(AT) (FBI) (AT) (FBI) (AT) (FBI) Subject:	T) (FBI) (AT) (FBI) (AT) (FBI); (AT) (FBI)
Classification:	UNCLASSIFIED

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Please wear either black, white or red on Thursday for celebration. Any way you wed
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Respectfully,
Administrative Specialist - Management Analysis
Atlanta Field Office
<< OLE Object: Picture (Device Independent Bitmap) >>
"Leadership is the art of accomplishing more than the Science of Management says is possible." By Colin Powell
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Classification: UNCLASSIFIED
Classification: UNCLASSIFIED
Classification: UNCLASSIFIED

(AT)(FBI)
From:  Sent:  Vvednesdav. December 12, 2012 7:51 AM  To:  (AT) (FBI)  Cc:  (AT) (FBI)  (AT)(FBI)  Retirement UNCLASSIFIED
Classification: UNCLASSIFIED
paid. I thought I marked her as 'paid'.
Atlanta Division
From: (AT) (FBI)  Sent: Tuesday. December 11, 2012 4:38 PM  To: (AT) (FBI): (AT) (FBI); (A
Classification: UNCLASSIFIED
Good Afternoon everyone I have you on the list for attending, if you could please send payment to myself or soon as possible it would be greatly appreciated!! We would like to have by Noon tomorrow PLEASE AND THANK YOU!!! •
Operations Support Technician Public Corruption Atlanta Division

(AT)(FBI)
From:  Sent:  Wednesday December 12 2012 5:46 AM  To:  Subject:  RE:  RETIREMENT ATTIRE UNCLASSIFIED
Classification: UNCLASSIFIED .
Aw, shucks. I was going to come in cowboy boots and hat! Ha.
From: Sent: Tuesday, December 11, 2012 3:20 DM  To (AT) (FBI); (AT
Classification: UNCLASSIFIED
Good afternoon Committee Members,  Please wear either black, white or red on Thursday for celebration. Any way you wear these colors is fine. Also, men please wear your normal attire (suit, and tie, or slacks and tie). Thanks
Respectfully,
Administrative Specialist - Management Analysis Atlanta Field Office
<< OLE Object: Picture (Device Independent Bitmap) >> "Leadership is the art of accomplishing more than the Science of Management says is possible." By Colin Powell
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	(AT)(FBI)
From: [ Sent: To: [ Subject:	(AT) (FBI)  Tuesdav. December 11. 2012 4:54 PM  (AT)(FBI)  RE: RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED
Classification: U	NCLASSIFIED .
\$343 cash \$48 in cks	·,
Public Corruption Atlanta Division	rations Support Technician
From: Sent: Tuesday, December: To: (AT) Subject: RE:	(AT)(FBI) 11, 2012 3:55 PM (FBI); AT) (FBI); AT) (FBI) RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED
Classification: U	NCLASSIFIED
H How many peop	le have paid?
Respectfully,	
Administrative Speciali Atlanta Field Office	st - Management Analysis
	vice Independent Bitmap) >> accomplishing more than the Science of Management says is possible." By Colin Powell

From: Sent: Tuesdav, December 11, 2012 2:19 PM To: (AT) (FBI) Cc: (AT) (FBI); (AT) (FBI) (AT) (FBI) Subject: RE RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED Importance: High
Classification: UNCLASSIFIED
The funds for the vase we will take out of the money collected. It seems as though we should have enough to cover it. As of early this morning we had 61 individuals confirmed coming. After speaking with additional individuals will be paying tomorrow as well as some paying on Thursday. Also, I am assured some more local office employees probably paid since this morning. So no worries. You should have the funds by Thursday afternoon.
Also, and can you please send a financial report to the following individuals as soon as possible. Also make sure to include the outstanding payments that we need to handle as follows:  (\$\$: Michaels') invoice (\$120: Fruit/Vegetable Trays) invoice (\$\$: Plates/Cups/Napkins/Forks/Coffee cups), (\$36.00: Dollar Store) (\$308: table rental), and (\$171: Gift).
Respectfully,
Administrative Specialist - Management Analysis Atlanta Field Office
<< OLE Object: Picture (Device Independent Bitmap) >> "Leadership is the art of accomplishing more than the Science of Management says is possible." By Colin Powell
From: (AT) (FBI) Sent: Tuesday, December 11, 2012 1:37 PM To: (AT)(FBI)

I'm around in the am – does 9 am work for everyone to meet?

From (AT)(FBI) Sent: Monday, December 10, 2012 8:48 AM
AT) (FBI); (AT) (FBI); (AT) (FBI); (AT) (FBI);
AT) (FBI); AT) (FBI) AT) (FBI): (AT) (FBI);
(AT) (FBI); (AT) (FBI); (AT) (FBI); (AT) (FBI);
Subject: RE: RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED
Classification: UNCLASSIFIED
CIASSILICACION: UNCLASSIFIED
·
Conduction.
Good morning
Can you please provide the committee with an attendance count? So we can get an ideal as to if
we have reached 100 attendees regarding the budget. Thanks.
Becneatfully
Respectfully,
Administrative Specialist - Management Analysis
Atlanta Field Office
<< OLE Object: Picture (Device Independent Bitmap) >>
"Leadershíp is the art of accomplishing more than the Science of Management says is possible." By Colin Powell
From: AT)(FBI)
Sent: Monday, December 10, 2012 8:36 AM
To:
AT) (FBI) (AT) (FBI) (AT) (FBI)
AT)_(FBI)
Subject: RE: RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED Importance: riigii
• · · · · · · · · · · · · · · · · · · ·
Classification: UNCLASSIFIED

Good morning Committee,

When I made the arrangements with the table/chair company they have agreed to come and set the tables up for us on Wednesday on the seventh floor. We'll need individuals to help us set up the

If you need to <u>reach ou</u> t to me for additional assistance, or clarify some of the above	e,
call me on Ext.	
Respectfully,	
Administrative Specialist - Management Analysis Atlanta Field Office	
<< OLE Object: Picture (Device Independent Bitmap) >> "Leadership is the art of accomplishing more than the Science of Management says is possible." By Colin Powe	:LL
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(AT)(FBI)
From: Sent: To: (AT) (FBI) (AT)(FBI) (AT)(FBI) Subject: RE: UNCLASSIFIED (AT)(FBI) RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA
Classification: UNCLASSIFIED
I just counted money she had in envelope\$220 + \$100 just gave mewe have \$320 cashim about to count all who paid
Public Corruption
Atlanta Division
From: (AT)(FBI) Sent: Tuesday, December 11, 2012 3:55 PM To: (AT) (FBI); (AT) (FBI); (AT) (FBI) Subject: RE RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED
Classification: UNCLASSIFIED
Hi How many people have paid?
Respectfully,
Aaministrative Specialist - Management Analysis Atlanta Field Office
<< OLE Object: Picture (Device Independent Bitmap) >> "Leadership is the art of accomplishing more than the Science of Management says is possible." By Colin Powell

If you need to reach out to me for additional assistance, or clarify some of the above, call me on Ext
Respectfully,
Administrative Specialist - Management Analysis
Atlanta Fíeld Office
<< OLE Object: Picture (Device Independent Bitmap) >>
"Leadership is the art of accomplishing more than the Science of Management says is possible." By Colin Powell
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Classification: UNCLASSIFIED
Claggification, INCLAGGEER
Classification: UNCLASSIFIED

	(AT)(FBI)
From: Sent: To:	AT) (FBI)  Tuesdav. December 11, 2012 4:38 PM  (AT) (FRI)  AT) (FBI)  AT) (FBI)  AT) (FBI)  AT) (FBI)  (AT) (FBI)
Cc: Subject:	(AT)(FBI)  Retirement UNCLASSIFIED
Classification:	UNCLASSIFIED
	yone I have you on the list for attending, if you could please send payment to myself ssible it would be greatly appreciated!! We would like to have by Noon tomorrow K YOU!!! ©
Public Corruption	erations Support Technician
Atlanta Division	

1

(AT)(FBI)
From: Sent: To: Subject:  RE: RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED
Classification: UNCLASSIFIED
Hi How many people have paid?
Respectfully,
Administrative Specialist - Management Analysis ` Atlanta Field Office
*Leadershíp is the art of accomplishing more than the Science of Management says is possible.* By Colin Powell
From (AT) (FBI)  Sent: Tuesday, December 11, 2012 3:43 PM  To: (AT) (FBI) (AT) (FBI)  Subject: RE: RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED
Classification: UNCLASSIFIED
Good afternoon everyone,
I just wanted to give you a 'running total' of the financial report for the party:
Total amount collected: \$ 534.00 (this includes four checks @ \$12 totaling \$48)
Less Payments disbursed:  ( 95.91) - used cash to <u>purchase</u> napkins, plates, cups, forks (140.00) - cash given to 12/11/12 (Fruit/Vegetable Trays)

	( $30.00$ ) – cash given to 12/11/12 (to pick up dessert plates – 150 plates)
Total payments disbursed:	<u>(265.91)</u>
Total amount \$ remaining:	\$268.09
Payments outstanding:	(308.00) – table rental for  ( 36.00) – Dollar Store purchase (\$\$\$\$) – purchase from Michael's (171.00) – gift purchased by
Total payments outstanding:	(515.00) – estimated as purchase from Michael's is unknown
Monies over/under:	(246.91)
Monies needed to Collect to break even:	\$246.91
In order to break even, monies 21).	need to be collected from approximately 21 people @ $$12 \cdot (246.91/12 = 20.5758333 \text{ or } 20.6 \text{ or } 20.6$
I will count the money ag \$48 of the monies collected inc	gain tomorrow to verify that I have the correct amount remaining. It should also be noted that cludes four checks (\$12 each).
These finances are based upon	monies that were counted as of 3:21pm this afternoon.
Atlanta Division	
From: Sent: Tuesday, December 11, To (AT) (FB Cc (AT) (FB Subject: RE:	
Importance: High	
Classification: UNC	LASSIFIED
	vase we will take out of the money collected. It seems as though we should As of early this morning we had 61 individuals confirmed coming. After
-	Iditional individuals will be paying tomorrow as well as some paying on

Thursday. Also, I am assured some more local office employees probably paid since this morning. So no worries. You should have the funds by Thursday afternoon.
Also and can you please send a financial report to the following individuals as soor as possible. Also make sure to include the outstanding payments that we need to handle as follows:  (\$\$\$: Michaels') invoice (\$120: Fruit/Vegetable Trays) invoice (\$\$\$: Plates/Cups/Napkins/Forks/Coffee cups) \$36.00: Dollar Store), (\$308: table rental), and (\$171: Gift).
Respectfully,
Administrative Specialist - Management Analysis
<< OLE Object: Picture (Device Independent Bitmap) >> "Leadership is the art of accomplishing more than the Science of Management says is possible." By Colin Powell .
From:  (AT) (FBI)  Sent: Tuesdav. December 11, 2012 1:37 PM  To (AT)(FBI)  Cc (AT)(FBI)  Subject: RE RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED
Classification: UNCLASSIFIED
Hey
FYI – The total cost for crystal vase which also includes an engraved pewter plaque is \$170.70.
From:

(AT) (FBI)  Subject: RE:  RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED	
Classification: UNCLASSIFIED	
Anytime works for me.	
Respectfully,	
Administrative Specialist - Management Analysis Atlanta Field Office	
<< OLE Object: Picture (Device Independent Bitmap) >> "Leadership is the art of accomplishing more than the Science of Management says is possible." By Colin Powe	LL
From: (AT) (FBI)  Sent: Monday, December 10, 2012 11:32 AM  To: (AT)(FBI); (AT) (FBI); (AT) (FBI); (AT) (FBI)  (FBI) (AT) (FBI) (AT) (FBI) (AT) (FBI)  [AT)(FBI) (AT) (FBI) (AT) (FBI)	
(AT) (FBI)  RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED	
Classification: UNCLASSIFIED	
I'm around in the am – does 9 am work for everyone to meet?	
From: (AT)(FBI)  Sent: Monday. December 10, 2012 8:48 AM  To: AT) (FBI) AT) (FBI): (AT) (FBI)  AT) (FBI); AT) (FBI): (AT) (FBI)	);
(AŤ)(FBÍ) AT) (FBÍ)	
Classification: UNCLASSIFIED	
Good morning	

Can you please provide the committee with an attendance count? So we can get an ideal as to if we have reached 100 attendees regarding the budget. Thanks.
Respectfully, .
Admínístratíve Specialíst - Management Analysis
Atlanta Field Office  .
<< OLE Object: Picture (Device Independent Bitmap) >> *Leadership is the art of accomplishing more than the Science of Management says is possible.* By Colin Powell
From: (AT)(FBI)  Sent: Monday, December 10, 2012 8:36 AM  To (AT) (FBI); (AT)
RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED  Importance: High
Classification: UNCLASSIFIED
Good morning Committee,  When I made the arrangements with the table/chair company they have agreed to come and set the tables up for us on Wednesday on the seventh floor. We'll need individuals to help us set up the decorations and etc. Also can you please check and see if we can bring the podium over on Wednesday.
can you check with at Highwoods to see what time we can access the room for the table delivery, and to decorate on Wednesday. Afterwards can you contact the table company and let them know what time they can deliver the tables/chairs or have them call your cell phone when they're in route.
Committee once gets a time for that, then we'll set up a time to meet over there. Also, those committee members who are available Wednesday morning we'll need to try and meet for about .30 minutes at the main building to get additional leads to handle regarding purchasing the food and etc. Thanks everyone for your assistance and I'm sure will be pleased.

Respectfully,

Administrative Specialist - Management Analysis		
Atlanta Field Office	•	
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<< OLE Object: Picture (Device Independent Bitmap) >>		
*Leadership is the art of accomplishing more than the Scie	ence of Management saus	is possible." By Colin Powell
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From: (AT) (FBI)		
Sent: Friday, December 07, 2012 2:11 PM		(557)
To: (AT)(FBI) (AT) (		(FBI); (AT)
(FBI); AT) (FBI); AT) (FBI)	TAT) (F	
(AT) (FBI)	AT)(FBI);	(AT) (FBI)
AT) (FBT)	E O DOCT DI ANIMITAIC ACENDA	LINCL ACCIETED
Subject: RE: RETIREMENT CELEBRATION PR	E & POST PLANNING AGENDA	, UNCLASSIFIED
Classification: UNCLASSIFIED		
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Thanks for keeping us organized on this		
So far the tables are ordered and I will touch base with them on	Monday to get a	
	Worlday to get a	
Final confirmation and how-to for the drop off on Thursday.	. +luu. if -uaua	
I will probably need help to take them off the elevator and to set	them up ir anyone	•
Is available that morning.		
The Hold Harmless Agreement needed by Highwoods for us to us	•	
The SAC for a second time as they changed the signature line. V	Ve will have this at	-
Highwoods on Monday am.		
The PowerPoint presentation is almost done and will be ready.		
I have the following who will say a few words:		
<b>0</b>		
ith SWAT plaque presentation	•	
itii ovan piaque presentation		
LIC Attornovia office		
very few words		
SAC – presentation of creds		
	1	
Is there anyone else we know of who will say a few words	Family?	
Let me know and I will put them ion the agenda.		
I will have a draft of the agenda on Monday		
We'll go over it then.		
<u> </u>		
Thanks much.		

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	(AT)(FBI)
To: RE	AT) (FBI)  esday December 11, 2012 3:43 PM  (AT)(FBI)  (AT)(FBI)  RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA ICLASSIFIED
Classification: UNC	LASSIFIED
Good afternoon everyone,	
I just wanted to give you a 'run	ning total' of the financial report for the party:
Total amount collected: \$ 534.0	00 (this includes four checks @ \$12 totaling \$48)
Less Payments disbursed:	(95.91) - used cash to <u>purchase</u> napkins, plates, cups, forks (140.00) - cash given to 12/11/12 (Fruit/Vegetable Trays)
Total payments disbursed:	( 30.00) – cash given to2/11/12 (to pick up dessert plates – 150 plates)
Total amount \$ remaining:	( <u>265.91)</u> \$268.09
Payments outstanding:  Total payments outstanding:	(308.00) – table rental for ( 36.00) – Dollar Store purchase (\$\$\$\$) – purchase from Michael's (171.00) – gift purchased by (515.00) – estimated as purchase from Michael's is unknown
Monies over/under:	(246.91)
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In order to break even, monies 21).	need to be collected from approximately 21 people @ $$12 (246.91/12 = 20.5758333 \text{ or } 20.6 \text{ or } 10.6 \text$
I will count the money ag \$48 of the monies collected inc	gain tomorrow to verify that I have the correct amount remaining. It should also be noted that sludes four checks (\$12 each).
These finances are based upon	monies that were counted as of 3:21pm this afternoon.
Atlanta Division	•

From: Sent: Tuesday, December 11, 2012 2:19 PM To: AT) (FBI) Cc: AT) (FBI) Subject: RE: RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED Importance: High
Classification: UNCLASSIFIED
The funds for the vase we will take out of the money collected. It seems as though we should have enough to cover it. As of early this morning we had 61 individuals confirmed coming. After speaking with additional individuals will be paying tomorrow as well as some paying on Thursday. Also, I am assured some more local office employees probably paid since this morning. So no worries. You should have the funds by Thursday afternoon.
Also and can you please send a financial report to the following individuals as soon as possible. Also make sure to include the outstanding payments that we need to handle as follows:  (\$\$\$: Michaels') invoice (\$120: Fruit/Vegetable Trays), invoice (\$\$\$: Plates/Cups/Napkins/Forks/Coffee cups), (\$36.00: Dollar Store), (\$308: table rental), and (\$171: Gift).
Respectfully,
Administrative Specialist - Management Analysis Atlanta Field Office
<< OLE Object: Picture (Device Independent Bitmap) >> "Leadership is the art of accomplishing more than the Science of Management says is possible." By Colin Powell From (AT) (FBI)

To:
Classification: UNCLASSIFIED  Hey  FYI – The total cost for crystal vase which also includes an engraved pewter plaque is \$170.70.  From (AT)(FBI)  Sent: Monday December 10, 2012 1:02 PM  To (AT) (FBI); (AT) (F
Hey  FYI – The total cost for crystal vase which also includes an engraved pewter plaque is \$170.70.  From (AT)(FBI)  Sept: Monday. December 10, 2012 1:02 PM  To (AT) (FBI);
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From (AT)(FBI)  Sept: Monday. December 10, 2012 1:02 PM  To (AT) (FBI); (AT) (
From (AT)(FBI)  Sept: Monday. December 10, 2012 1:02 PM  To (AT) (FBI); (AT) (FBI)  Subject: RE: RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED
From (AT)(FBI)  Sept: Monday. December 10, 2012 1:02 PM  To (AT) (FBI); (AT) (FBI)  Subject: RE: RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED
To:  (AT) (FBI); (
To:  (AT) (FBI); (
To:  (AT) (FBI); (
(AT) (FBI); (AT) (FBI); (AT) (FBI); (AT) (FBI); (AT) (FBI); (AT) (FBI) (AT) (FBI); (AT) (FBI) (AT) (FBI) (AT) (FBI); (AT) (FBI) (AT) (FBI); (AT) (F
(AT)(FBI) (AT) (FBI) (AT) (AT) (FBI) (AT) (AT) (AT) (AT) (AT) (AT) (AT) (AT
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Classification: UNCLASSIFIED
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Anytime works for me.
Respectfully,
Administrative Specialist - Management Analysis
Atlanta Field Office
<pre>&lt;- OLE Object: Picture (Device Independent Bitmap) &gt;&gt;</pre>
"Leadership is the art of accomplishing more than the Science of Management says is possible." By Colin Powell
From: (AT) (FBI)  Sent: Monday, December 10, 2012 11:32 AM
To: AT)(FBI); AT) (FBI) AT) (FBI); (AT) (FBI); (AT) (FBI);
(AT)(FBI); (AT)(FBI); (AT)(FBI)
AT) (FBI)  Subject: RE:  RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED

I'm around in the am – does 9 am work for everyone to meet?
From AT)(FBI) Sent: Monday, December 10, 2012 8:48 AM
To: (AT) (FBI): (AT) (FBI): (AT) (FBI); (AT) (FBI);
(AT) (FBI); (AT) (FBI); (AT) (FBI); (AT) (FBI); (AT) (FBI); (AT) (FBI); (AT) (FBI)
(AT) (FBI)  Subject: RE: RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED
Classification: UNCLASSIFIED
Good morning
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Respectfully,
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Admínístratíve Specialist - Management Analysis Atlanta Field Office
<< OLE Object: Picture (Device Independent Bitmap) >>
"Leadership is the art of accomplishing more than the Science of Management says is possible." By Colin Powell
From: (AT)(FBI)
Sent: Monday, December 10, 2012 8:36 AM
AT) (FBI); (AT) (FBI) (AT) (FBI); (AT) (FBI);
(AT)(FBI); (AT)(FBI); (AT)(FBI) (AT)(FBI)
Subject: RE: RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED  Importance: High
Classification: UNCLASSIFIED
Good morning Committee,

If you need to reach out to me for additional assistance, or clarify some of the above call me on Ext.
Respectfully,
Administrative Specialist - Management Analysis
Atlanta Field Office
<< OLE Object: Picture (Device Independent Bitmap) >> "Leadership is the art of accomplishing more than the Science of Management says is possible." By Colin Powell
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AT)(FBI)
From: Sent: Mondav. December 10, 2012 2:34 PM To: (AT) (FBI) Subject: RE: RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED
Classification: UNCLASSIFIED
Ok. No problem.
Respectfully,
Administrative Specialist - Management Analysis Atlanta Field Office
"Leadership is the art of accomplishing more than the Science of Management says is possible." By Colin Powell
From:
Classification: UNCLASSIFIED
I'm not available at all on Wednesday, except for maybe a short window in the afternoon
From: AT) (FBI)  Sent: Monday, December 10, 2012 11:36 AM  To: AT) (FBI); AT) (FBI); (AT)

AT) (FBI)  Subject: RE RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED
Classification: UNCLASSIFIED
9am works for me!
Atlanta Division
From:       AT) (FBI)         Sent:       Monday, December 10, 2012 11:32 AM         To:       AT) (FBI)       (AT) (FBI);       AT) (FBI);       (AT) (FBI);       (AT) (FBI);       (AT) (FBI);         (AT) (FBI)       (AT) (FBI);       AT) (FBI);       (AT) (FBI);       (AT) (FBI);         Subject:       RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED
Classification: UNCLASSIFIED
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From
Classification: UNCLASSIFIED
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Pespertfully

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Administrative Specialist - Ma	anagement Analysis		
Atlanta Field Office	(rungericeric > (runug 303		
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<< OLE Object: Picture (Device Inde	•	nce of Management says is poss	ihla " Pu Colin Dowall
Ceaucisnip is the art of accomp	ousnung more chan the Sole		ioic. By Colin Fowcii
From: (AT Sent: Monday, December 10, 2012	Г)(FBI) 2 8:36 AM		
To: (AT) (FBI);	(A <u>T) (FBI);</u>	(AT) ( <u>FBI)</u>	AT) (FBI);
AT) (FBI);	AT) (FBI);	(AT) (FBI)	(AT)(FBI):
(AT) (FBI)	AT) (FBI)	(AT)(FBI);	(AT) (FBI);
Subject: RE:	ETTREMENT CELEBRATION PRE	& POST PLANNING AGENDA UN	CLASSIFIED
Importance: High			
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Classification: UNCLAS	SSIFIED		•
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the tables up for us on Wedi	nesday on the seventh f	e/chair company they have ag loor. We'll need individuals to and see if we can bring the p	o help us set up the
delivery, and to decorate on	Wednesday. Afterward	ee what time we can access t is can you contact the table o r have them call your cell pho	company and let them
those committee members w .30 minutes at the main build	vho are available Wednes	en we'll set up a time to meet sday morning we'll need to try ids to handle regarding purch sure will be pleased.	and meet for about
Respectfully,	_		
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Administrative Specialist - Mai	nagement Analysis		
Atlanta Field Office			
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<< OLE Object: Picture (Device Independent Bitmap) >> "Leadership is the art of accomplishing more than the Science of Management says is possible." By Colin Powell
From (AT) (FBI)
Sent: Friday. December 07, 2012 2:11 PM           To:         (AT)(FBI):         (AT) (FBI)         (AT)
(FBI):       (AT) (FBI);       (AT) (FBI);       (AT) (FBI);       (AT) (FBI);       AT) (FBI);
Subject: RE: RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED
Classification: UNCLASSIFIED
======================================
Thanks for keeping us organized on this
So far the tables are ordered and I will touch base with them on Monday to get a
Final confirmation and how-to for the drop off on Thursday.  I will probably need help to take them off the elevator and to set them up if anyone
Is available that morning.  The Hold Harmless Agreement needed by Highwoods for us to use the space is before
The SAC for a second time as they changed the signature line. We will have this at Highwoods on Monday am.
The PowerPoint presentation is almost done and will be ready.
I have the following who will say a few words:
ith SWAT plaque presentation
– US Attorney's office
Is there anyone else we know of who will say a few words? Family?
Let me know and I will put them ion the agenda.
I will have a draft of the agenda on Monday We'll go over it then.
Thanks much.
From: (AT)(FBI)
Sent: Friday, December 07, 2012 12:26 PM  (AT) (FBI): (AT) (FBI); (AT) (FBI); (AT) (FBI);
(AT) (FBI); (AT) (FBI); (AT) (FBI);

(AT)(FBI)
From: Sent: To: Subject:  RE: UNCLASSIFIED  (AT)(FBI)  (AT)(FBI)  RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED
Classification: UNCLASSIFIED
Ok. No problem.
Respectfully;
Administrative Specialist - Management Analysis Atlanta Field Office
"Leadershíp is the art of accomplishing more than the Science of Management says is possible." By Colin Powell
From:
Classification: UNCLASSIFIED
I'm not available at all on Wednesday, except for maybe a short window in the afternoon
From: AT) (FBI)  Sent: Monday, December 10, 2012 11:36 AM  To: AT) (FBI); AT) (FBI); (AT)

	(AT)(FBI)
To:	
	CLASSIFIED CLASSIFIED
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I'm available at that time.	
Sent: Monday, December 10,	$AT)(\underline{FBI});$ $AT)$ $AT)$ $AT)$ $AT)$
Subject: RE	RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED
=======================================	LASSIFIED  ===================================
From: Sent: Monday, December 10, 7 To: (AT) (FBI) AT) (FBI) AT) (FBI) Subject: RE:	
Classification: UNC	LASSIFIED ====================================
·	vide the committee with an attendance count? So we can get an ideal as to if endees regarding the budget. Thanks.

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Respectfully,

Classification:	UNCLASSIFIED
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(AT)(FBI)
From: Sent: To:  (AT) (FBI)  Monday. December 10. 2012 2:05 PM  (AT)(FBI); (AT) (FBI);
Subject:  RE RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED
Classification: UNCLASSIFIED
I should be available after 12pm.
From: (AT)(FBI)  Sent: Monday, December 10, 2012 8:48 AM  To: (AT) (FBI); (AT)
Classification: UNCLASSIFIED
Good morning  Can you please provide the committee with an attendance count? So we can get an ideal as to if we have reached 100 attendees regarding the budget. Thanks.
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Administrative Specialist - Management Analysis Atlanta Field Office
<< OLE Object: Picture (Device Independent Bitmap) >> "Leadership is the art of accomplishing more than the Science of Management says is possible." By Colin Powell

From: (AT)(FBI)
Sent: Monday. December 10, 2012 8:36 AM           To:         (AT) (FBI)         (AT) (FBI)         (AT) (FBI)         (AT) (FBI);
AT) (FBI); (AT) (FBI); (AT) (FBI); (AT) (FBI); (AT) (FBI); (AT) (FBI);
Subject: RE RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED Importance: High
Classification: UNCLASSIFIED
Good morning Committee,  When I made the arrangements with the table/chair company they have agreed to come and se the tables up for us on Wednesday on the seventh floor. We'll need individuals to help us set up the decorations and etc. Also can you please check and see if we can bring the podium over on Wednesday.
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Committee once gets a time for that, then we'll set up a time to meet over there. Also, those committee members who are available Wednesday morning we'll need to try and meet for about .30 minutes at the main building to get additional leads to handle regarding purchasing the food and etc. Thanks everyone for your assistance and I'm sure will be pleased.
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<< OLE Object: Picture (Device Independent Bitmap) >> "Leadership is the art of accomplishing more than the Science of Management says is possible." By Colin Powell
From AT) (FBI)
Sept: Friday December 07 2012 2:11 PM         (AT)(FBI);         (AT) (FBI);         (AT) (FBI);         (AT) (FBI);         (AT) (FBI);         (AT) (FBI);         (AT) (FBI);

(AT)(FBI);	(AT) (FBI);	(AT)(FBI);	AT) (FBI)
(AT) (FBI)  Subject: RE: RETI	REMENT CELEBRATION PR	E & POST PLANNING AGENDA	UNCLASSIFIED
Classification: UNCLASS	IFIED	:======================================	
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I have the following who will say a few	v words:		
with SWAT plaque pre  - US Attorney's offic  - very few words  SAC - presentation of creds			,
Is there anyone else we know of who	will say a few words	Family?	
Let me know and I will put them ion the	ne agenda.		
I will have a draft of the agenda on Me'll go over it then.	onday		
Thanks much.	·		
From: (AT)(I Sent: Friday, December 07, 2012 12: To: AT) (FBI); AT)(FBI)		(AT) (F <u>BI)</u> (AT) (FBI): (AT)(FBI);	AT) (FBI); AT)(FBI); (AT) (FBI);
(AT) (FBI)  Subject: RE: RETI		E & POST PLANNING AGENDA	
Classification: UNCLASS	IFIED	===========	
Good morning Committee,			
I wanted to first thank event is "AWESOME". I want	•	hard work and dedication each of you to see how	<del>-</del>

handling your assignments (previous email notes below). Please provide me with an update as soon as
time permits. Also, can you please handle making place cards for the head table? Currently
the names are as follows:
· ·
SAC Mark Giulano
ASAC Angela Tobon
There are two or three additional names, but I'll provide them to you uporreturn in
the office on Monday.
Respectfully,
Administrative Specialist - Management Analysis
Atlanta Field Office
<< OLE Object: Picture (Device Independent Bitmap) >>
"Leadership is the art of accomplishing more than the Science of Management says is possible." By Colin Powell
From: (AT)(FBI)
Sent: Wednesday, November 28, 2012 12:04 PM         (AT) (FBI);         (AT) (FBI);         (AT) (FBI);         (AT) (FBI);
AT) (FBI); (AT) (FBI) (AT) (FBI); (AT)(FBI);
(AT)(FBI); (AT) (FBI); (AT)(FBI)
Subject: RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED
Classification: UNCLASSIFIED
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•
Good afternoon,
SAprovided me your names regarding you have agreed to assist with
handling her retirement celebration. I have compiled a list of things that needs to be
handled in order to make this event a success. I have also placed your name besides
the item T would appreciate you handling before the day of and the day after the

Day of the event: The following individuals please handle food prep
and set up as noted below:
Drink Stations: Punch/Coffee/Water/Ice -
Vegetable Platters/Cheese Platters:
Fruit Platters/Pasta Salad:
Deserts/Rolls:
Swedish meatballs/Chicken:
Pigs-n-a-blanket:
If you need to reach out to me for additional assistance, or clarify some of the above,
call me on Ext
Respectfully,
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Administrative Specialist - Management Analysis
Atlanta Field Office
< OLE Object: Picture (Device Independent Bitmap) >>
Leadership is the art of accomplishing more than the Science of Management says is possible." By Colin Powell
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Respectfully,
Administrative Specialist - Management Analysis
Atlanta Fíeld Office
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<< OLE Object: Picture (Device Independent Bitmap) >> "Leadership is the art of accomplishing more than the Science of Management says is possible." By Colin Powell
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Classification: UNCLASSIFIED

	(AT)(FBI)
From: Sent: To:	(AT) (FBI)  Tuesday December 11 2012 3:30 PM  (AT)(FBI)  (FBI):  (AT) (FBI)  (AT) (FBI)  (AT) (FBI)  (AT) (FBI)  (AT) (FBI)  (AT) (FBI);  (AT) (FBI);
Subject:	RE: RETIREMENT ATTIRE UNCLASSIFIED
Classification:	UNCLASSIFIED
Oh good I found a sh	irt that "says HO HO HO" LOL LOL its white and red
Public Corruption	perations Support Technician
Atlanta Division	
From: Sent: Tuesday Decembe To: (AT) (FBI	AT) (FBI); (AT) (FBI) (AT) (FBI); (AT) (FBI);
AT) (FBI) (AT) (FBI); Subject:	(AT) (FBI); (AT) (FBI); (AT) (FBI); (AT) (FBI)  RETIREMENT ATTIRE UNCLASSIFIED
Classification:	UNCLASSIFIED
	imittee Members, ither black, white or red on Thursday for celebration. Any way you wear Also, men please wear your normal attire (suit, and tie, or slacks and tie). Thanks
Respectfully,  Administrative Specia  Atlanta Field Office	alíst - Management Analysís

<< OLE Object: Picture (Device Independent Bitmap) >> "Leadership is the art of accomplishing more than the Science of Management says is possible." By Colin Powell

Classification: UNCLASSIFIED

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	(AT)(FBI)
From: Sent: To:	(AT)(FBI)  Tuesday. December 11, 2012 3:29 PM  (AT) (FBI):  (AT) (FBI)
Subject:	RETIREMENT ATTIRE UNCLASSIFIED
Classification:	UNCLASSIFIED
	nittee Members, ther black, white or red on Thursday forcelebration. Any way you wear Also, men please wear your normal attire (suit, and tie, or slacks and tie). Thanks
Respectfully,	
Admínístratíve Special Atlanta Fíeld Office	líst - Management Analysis
"Leadership is the art of	faccomplishing more than the Science of Management says is possible." By Colin Powell

	(AT)(FBI)
	(AT)(FBI) Tuesdav. December 11, 2012 2:25 PM  AT) (FBI)  RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED
Classification: UN	NCLASSIFIED ====================================
I am trying to be like y	ou! ☺ Thanks Lady!
Respectfully,	
Administrative Specialis Atlanta Field Office	t - Management Analysis
*Leadership is the art of a	ccomplishing more than the Science of Management says is possible." By Colin Powell
From: (A <sup>-</sup> Sent: Tuesday, December 1 To: Subject: RE	T) (FBI)  1, 2012 2:22 PM  (AT)(FBI)  RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED
Classification: UN	ICLASSIFIED
You're so organizedvery	impressive © .
From Sent: Tuesday, December 1: To AT) ( Cc AT) Subject: RE: Importance: High	

classification: Unclassified
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The funds for the vase we will take out of the money collected. It seems as though we should have enough to cover it. As of early this morning we had 61 individuals confirmed coming. After speaking with additional individuals will be paying tomorrow as well as some paying on Thursday. Also, I am assured some more local office employees probably paid since this morning. So no worries. You should have the funds by Thursday afternoon.
Also, and can you please send a financial report to the following individuals as soon as possible. Also make sure to include the outstanding payments that we need to handle as follows:  (\$\$\$: Michaels') invoice (\$120: Fruit/Vegetable Trays), invoice (\$\$\$: Plates/Cups/Napkins/Forks/Coffee cups), (\$36.00: Dollar Store) (\$308: table rental), and (\$171: Gift).
Respectfully,
Administrative Specialist - Management Analysis Atlanta Field Office
<< OLE Object: Picture (Device Independent Bitmap) >> "Leadership is the art of accomplishing more than the Science of Management says is possible." By Colin Powell
From: Sent: Tuesdav, December 11, 2012 1:37 PM To: (AT)(FBI) Cc: (AT) (FBI) Subject: RE: RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED
Classification: UNCLASSIFIED
Hey
FYI – The total cost fo crystal vase which also includes an engraved pewter plaque is \$170.70.

From (AT)(FBI)
Sent: Monday, December 10, 2012 1:02 PM           To:         AT) (FBI)         AT) (FBI):         (AT) (FBI):         (AT) (FBI):         (AT) (FBI):
AT) (FBI) (AT) (FBI);
Subject: RE: RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED
Classification: UNCLASSIFIED
Anytime works for me.
Respectfully,
Administrative Specialist - Management Analysis Atlanta Field Office
<< OLE Object: Picture (Device Independent Bitmap) >>
"Leadership is the art of accomplishing more than the Science of Management says is possible." By Colin Powell
From: AT) (FBI) Sent: Monday. December 10, 2012 11:32 AM
To:         [AT)(FBI)         AT) (FBI)         [AT) (FBI)         [AT) (FBI)         AT)(FBI):         AT)(FBI):
(AT)(FBI); (AT) (FBI); (AT)(FBI); (AT)(FBI); (AT)(FBI);
Subject: RE RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED
Classification: UNCLASSIFIED
I'm around in the are does 0 am work for everyone to most?
I'm around in the am – does 9 am work for everyone to meet?
From (AT)(FBI)
Sent: Monday, December 10, 2012 8:48 AM  To: (AT) (FBI); (AT) (FBI); (AT) (FBI); (AT) (FBI);
AT) (FBI); AT) (FBI); AT) (FBI); (AT)(FBI); (AT) (FBI); (AT) (FBI);

(AT) (FBI)  Subject: RE  RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED
Classification: UNCLASSIFIED
Good morning  Can you please provide the committee with an attendance count? So we can get an ideal as to if we have reached 100 attendees regarding the budget. Thanks.
Respectfully,
Administrative Specialist - Management Analysis Atlanta Field Office
<< OLE Object: Picture (Device Independent Bitmap) >> "Leadership is the art of accomplishing more than the Science of Management says is possible." By Colin Powell
From: (AT)(FBI)  Sent: Monday, December 10, 2012 8:36 AM  To: (AT) (FBI); (AT) (FBI) (AT) (FBI); (AT)
Classification: UNCLASSIFIED
Good morning Committee,  When I made the arrangements with the table/chair company they have agreed to come and set the tables up for us on Wednesday on the seventh floor. We'll need individuals to help us set up the decorations and etc. Also can you please check and see if we can bring the podium over on Wednesday.
can you check with at Highwoods to see what time we can access the room for the table delivery, and to decorate on Wednesday. Afterwards can you contact the table company and let them know what time they can deliver the tables/chairs or have them call your cell phone when they're in route.

Committee once gets a time for that, then we'll set up a time to meet over there. Also,
those committee members who are available Wednesday morning we'll need to try and meet for about
.30 minutes at the main building to get additional leads to handle regarding purchasing the food and
etc. Thanks everyone for your assistance and I'm sure will be pleased.
Respectfully,
Administrative Specialist - Management Analysis
Atlanta Field Office
<< OLE Object: Picture (Device Independent Bitmap) >>
"Leadership is the art of accomplishing more than the Science of Management says is possible." By Colin Powell
•
From: (AT) (FBI)
Sent: Friday, December 07, 2012 2:11 PM
To: (AT)(FBI): (AT) (FBI): (AT) (FBI): (AT) (FBI); (AT) (FBI); (AT) (FBI);
AT)(FBI), AT) (FBI); (AT)(FBI), (AT) (FBI)
(AT) (FBI)
Subject: RE: RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED
Classification: UNCLASSIFIED
Thanks for keeping us organized on this
So far the tables are ordered and I will touch base with them on Monday to get a
Final confirmation and how-to for the drop off on Thursday.
I will probably need help to take them off the elevator and to set them up if anyone Is available that morning.
The Hold Harmless Agreement needed by Highwoods for us to use the space is before
The SAC for a second time as they changed the signature line. We will have this at
Highwoods on Monday am.
The PowerPoint presentation is almost done and will be ready.
I have the following who will say a few words:
with SWAT plaque presentation
US Attorney's office
F very few words

SAC – presentation of creds

Is there anyone else we know of who will say a few words Family?
Let me know and I will put them ion the agenda.
I will have a draft of the agenda on Monday We'll go over it then.
Thanks much.
From: AT)(FBI)  Sent: Friday, December 07, 2012 12:26 PM  To: AT) (FBI); AT)
Classification: UNCLASSIFIED
Good morning Committee,  I wanted to first thank each of you for your hard work and dedication to making sure  event is "AWESOME". I wanted to touch base with each of you to see how you're coming along with handling your assignments (previous email notes below). Please provide me with an update as soon as time permits. Also can you please handle making place cards for the head table? Currently the names are as follows:
SAC Mark Giulano ASAC Angela Tobon
There are two or three additional names, but I'll provide them to you upon return in the office on Monday.
Respectfully,  Administrative Specialist - Management Analysis
Atlanta Fíeld Office

<< OLE Object: Picture (Device Independent Bitmap) >> "Leadership is the art of accomplishing more than the Science of Management says is possible." By Colin Powell (AT)(FBI) From: Sent: Wednesday, November 28, 2012 12:04 PM (AT) (FBI); (AT) (FBI); AT) (FBI): (AT) (FBI) (AT) (FBI) AT) (FBI) AT) (FBI) ATY(FBI) AT) (FBI); Cc: AT) (FBI) RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA --- UNCLASSIFIED Subject Classification: UNCLASSIFIED Good afternoon, provided me your names regarding you have agreed to assist with handling her retirement celebration. I have compiled a list of things that needs to be handled in order to make this event a success. I have also placed your name besides the item I would appreciate you handling before, the day of, and the day after the event. Also, if all committee members can assist with set-up and break down it is extremely appreciated. Thanks for your assistance, and I am honored to work with each of you in making this an "AWESOME" day for a very special lady. 1. Create an RSVP list (for formal invitations to be mailed too.) --(provide to 2. Create retirement program 3. Family pictures of you (family photos with her sisters/brothers and mother/father) lforward to forward to 4. Obtain some photos of your nieces & etc. 5. Ask your siblings, close friends and/or significant other to write a retirement letter to be included in the souvenir booklet -6. Provide copies of any letters and/or awards regarding your work on any major cases throughout your bureau career. -

7. Request your supervisor's throughout your bureau career to write a letter

8. Request ASAC Criminal write a retirement congratulation letter

9. Request SAC write a retirement congratulation letter. -

congratulating you on your retirement -

10. Ask to photograph the event. (Dec. 13, 2012 @ 1:30 p.m 4:30 p.m.) -
11. Obtain podium w/seal to transport to seventh floor -
12: Obtain four easels from supply, and photo lab make posters: (Get with m
regarding the poster information)
13. Purchase 120 clear plates (9"), cups & forks, and red (lunch) napkins from Party
City: (Obtain funds from money collected: keep receipt)
14. Purchase food from Sam's for event on Wednesday at 12noon - committee
members (will provide list)
15. Wrap fork in napkin with red tie and place one at each table setting:
16. Handle posters:
Day before the event: Would appreciate everyone's assistance in
setting up, and after the event assistance in breaking down.
Day of the event: The following individuals please handle food prep
and set up as noted below:
Drink Stations: Punch/Coffee/Water/Ice -
Vegetable Platters/Cheese Platters:
Fruit Platters/ <u>Pasta Salad:</u>
Deserts/Rolls:
Swedish meatballs/Chicken:
Pigs-n-a-blanket:
If you need to reach out to me for additional assistance, or clarify some of the above,
call me on Ext
Respectfully,
Administrative Specialist - Management Analysis
Atlanta Field Office .
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<< OLE Object: Picture (Device Independent Bitmap) >> "Leadership is the art of accomplishing more than the Science of Management says is possible." By Colin Powell \_\_\_\_\_\_ Classification: UNCLASSIFIED Classification: UNCLASSIFIED Classification: UNCLASSIFIED \_\_\_\_\_\_ Classification: UNCLASSIFIED \_\_\_\_\_\_ Classification: UNCLASSIFIED \_\_\_\_\_\_ Classification: UNCLASSIFIED Classification: UNCLASSIFIED Classification: UNCLASSIFIED Classification: UNCLASSIFIED Classification: UNCLASSIFIED

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AT)(FBI)
From: Sent: To: Subject:  CAT) (FBI)  Tuesdav. December 11. 2012 2:22 PM  (AT)(FBI)  RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED
Classification: UNCLASSIFIED  ===================================
From (AT)(FBI) Sent: Tuesday, December 11, 2012 2:19 PM To: AT) (FBI) Cc: (AT) (FBI); (AT) (FBI) Subject: RE: RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED Importance: High
Classification: UNCLASSIFIED
The funds for the vase we will take out of the money collected. It seems as though we should have enough to cover it. As of early this morning we had 61 individuals confirmed coming. After speaking with additional individuals will be paying tomorrow as well as some paying on Thursday. Also, I am assured some more local office employees probably paid since this morning. So no worries. You should have the funds by Thursday afternoon.
Also and can you please send a financial report to the following individuals as soon as possible. Also make sure to include the outstanding payments that we need to handle as follows:  (\$\$\$: Michaels'), invoice (\$120: Fruit/Vegetable Trays), invoice (\$\$\$: Plates/Cups/Napkins/Forks/Coffee cups), (\$36.00: Dollar Store) (\$308: table rental), and (\$171: Gift).
Respectfully,
Administrative Specialist - Management Analysis Atlanta Field Office

COLE Object: Picture (Device Independent Bitmap) >> "Leadership is the art of accomplishing more than the Science of Management says is possible." By Colin Powell
From (AT) (FBI) Sent: Tuesday, December 11, 2012 1:37 PM To (AT)(FBI) Cc AT) (FBI) Subject: RE RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED
Classification: UNCLASSIFIED
Hey
FYI – The total cost for crystal vase which also includes an engraved pewter plaque is \$170.70.
From: (AT)(FBI)  Sent: Monday, December 10, 2012 1:02 PM  To: AT) (FBI): AT) (FBI); (AT) (
(AT) (FBI)  Subject: RE: RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED
Classification: UNCLASSIFIED
Anytime works for me.
Respectfully,
Administrative Specialist - Management Analysis Atlanta Field Office
<< OLE Object: Picture (Device Independent Bitmap) >> "Leadership is the art of accomplishing more than the Science of Management says is possible." By Colin Powell

	(AT) (FBI) December 10, 2012 1		7 <i>(</i>		l (====	1(47)
(FBI)	(AT)(FB AT) (FBI);	I)] (AT <u>) (</u>	(AT <u>) (FBI)</u> (FBI)		(AT) (FBI): T) (FBI):	(AT) AT)(FBI):
	(AT)(FBI);	(AT) (FBI);		(AT)(FBI);		(AT) (FBI);
AT) (F Subject: RE:		IREMENT CÉLEBRATI	ION PRE & POS	T PLANNING AGE	enda unclas	SSIFIED
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Classifica	ation: UNCLASS	IFIED	=======	======		
I'm around in th	ne am – dóes 9 am wo	ork for everyone to m	neet?			
From Sent: Monday, To:	December 10, 2012 8 (AT) (FBI) (AT) (FBI) (AT) (FBI);		) (FBI);	AT) (AT) (FB AT)(FBI)	(FRI)	(AT) (FBI); AT) (FBI) AT) (FBI)
Subject: RE:		IREMENT CELEBRAT	ION PRE & POS	T PLANNING AGE	enda unclas	SSIFIED
Good morning		the committee w			So we can g	et an ideal as to if
Respectfully,						
Atlanta Fíeld			s		·	
	Picture (Device Indep the art of accompli		he Science of	Management s	ays is possible	." By Colin Powell
From: Sent: Monday. To: (AT) (I	December 10, 2012 8  [AT) (FBI);  AT) (FBI);	(FBI) :36 AM (AT AT) (FBI (AT) (FBI)	) (FBI);	AT) (AT) (FB (AT)(FBI)	(FBI); I)	(AT) (FBI); (AT)(FBI); (AT) (FBI);

Subject: RE: Importance: High	RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED
Classification: (	JNCLASSIFIED
the tables up for us a	tee, The arrangements with the table/chair company they have agreed to come and set on Wednesday on the seventh floor. We'll need individuals to help us set up the Also can you please check and see if we can bring the podium over on
delivery, and to decor	eck withat Highwoods to see what time we can access the room for the table rate on Wednesday. Afterwards can you contact the table company and let them can deliver the tables/chairs or have them call your cell phone when they're in
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Respectfully,	
Administrative Special Atlanta Fíeld Office	ist - Management Analysis
<< OLE Object: Picture (De "Leadership is the art of	
From: Sent: Friday December () To: (FBI): (AT) AT)(FBI) Subject: RF:	(AT)(FBI); (AT) (FBI); (AT) (FBI); (AT) (FBI); (AT) (FBI);

Vegetable Platters/Cheese Platters:
Fruit Platters/Pasta Salad
Deserts/Rolls:
Swedish meatballs/Chicken
Pigs-n-a-blanket:
If you need to <u>reach</u> out to me for additional assistance, or clarify some of the above call me on Ext.
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Administrative Specialist - Management Analysis Atlanta Field Office
<< OLE Object: Picture (Device Independent Bitmap) >> "Leadership is the art of accomplishing more than the Science of Management says is possible." By Colin Powell
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Classification: UNCLASSIFIED

Classification: UNCLASSIFIED

	(AT)(FBI)
From: Sent: To: Cc: Subject:	(AT)(FBI) Tuesdav. December 11, 2012 2:19 PM (AT) (FBI) (AT) (FBI); (AT) (FBI); RE: RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED
Importance:	High
Classification: U	NCLASSIFIED
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Respectfully,	
Administrative Speciali Atlanta Field Office	st - Management Analysis

"Leadership is the art of accomplishing more than the Science of Management says is possible." By Colin Powell

From: AT) (FBI)
Sent: Tuesday, December 11, 2012 1:37 PM
To:(AT)(FBI) Cc:(AT) (FBI)
Subject: RE: RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED
Classification: UNCLASSIFIED
Hey
FYI – The total cost for crystal vase which also includes an engraved pewter plaque is \$170.70.
From AT)(FBI)
<b>Sent:</b> Monday, December 10, 2012 1:02 PM
To: (AT) (FBI) (AT) (FBI); (AT) (FBI); (AT) (FBI); (AT) (FBI); (AT) (FBI); (AT) (FBI);
(AT)(FBI) AT) (FBI); (AT)(FBI) (AT) (FBI);
AT) (FBI)  Subject: RE RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED
Classification: UNCLASSIFIED
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Anytime works for me.
Any time works for the.
Respectfully,
Administrative Specialist - Management Analysis
Atlanta Field Office
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<< OLE Object: Picture (Device Independent Bitmap) >>
"Leadership is the art of accomplishing more than the Science of Management says is possible." By Colin Powell
From (AT) (FBI)
Sent: Monday, December 10, 2012 11:32 AM         To:       AT)(FBI);       (AT) (FBI);       (AT) (FBI);       (AT) (FBI);
(FBI); (AT) (FBI); (AT) (FBI); (AT) (FBI); (AT) (FBI);

AT) (FBI)  Subject: RE:  RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED
Classification: UNCLASSIFIED
I'm around in the am – does 9 am work for everyone to meet?
From: AT)(FBI)  Sent: Monday, December 10, 2012 8:48 AM  To: (AT) (FBI): AT) (FBI) (AT) (FBI); AT) (FBI)  (AT) (FBI)  Subject: RE: RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED
Classification: UNCLASSIFIED
Good morning  Can you please provide the committee with an attendance count? So we can get an ideal as to if we have reached 100 attendees regarding the budget. Thanks.
Respectfully,
Administrative Specialist - Management Analysis Atlanta Field Office
<< OLE Object: Picture (Device Independent Bitmap) >> "Leadership is the art of accomplishing more than the Science of Management says is possible." By Colin Powell  .
From: (AT)(FBI)  Sent: Monday, December 10, 2012 8:36 AM  To: (AT) (FBI)  AT) (FBI)  (AT) (FBI): (AT)
Subject: RE: RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED Importance: High

Classification: UNCLAssified
Good morning Committee,  When I made the arrangements with the table/chair company they have agreed to come and set the tables up for us on Wednesday on the seventh floor. We'll need individuals to help us set up the decorations and etc. Also can you please check and see if we can bring the podium over on Wednesday.
can you check with at Highwoods to see what time we can access the room for the table delivery, and to decorate on Wednesday. Afterwards can you contact the table company and let them know what time they can deliver the tables/chairs or have them call your cell phone when they're in route.
Committee once gets a time for that, then we'll set up a time to meet over there. Also, those committee members who are available Wednesday morning we'll need to try and meet for about .30 minutes at the main building to get additional leads to handle regarding purchasing the food and etc. Thanks everyone for your assistance and I'm sure will be pleased.
Respectfully, Administrative Specialist - Management Analysis Atlanta Field Office
<< OLE Object: Picture (Device Independent Bitmap) >> "Leadership is the art of accomplishing more than the Science of Management says is possible." By Colin Powell
From AT) (FBI)  Sent: Friday. December U7. 2012 2:11 PM  To (AT)(FBI): (AT) (FBI): (AT) (F
Classification: UNCLASSIFIED
Thanks for keeping us organized on this .

So far the tables are ordered and I will touch base with them on Monday to get a Final confirmation and how-to for the drop off on Thursday. I will probably need help to take them off the elevator and to set them up if anyone Is available that morning. The Hold Harmless Agreement needed by Highwoods for us to use the space is before The SAC for a second time as they changed the signature line. We will have this at Highwoods on Monday am. The PowerPoint presentation is almost done and will be ready. I have the following who will say a few words: with SWAT plaque presentation - US Attorney's office very few words... SAC – presentation of creds Is there anyone else we know of who will say a few words Let me know and I will put them ion the agenda. I will have a draft of the agenda on Monday We'll go over it then. Thanks much. (AT)(FBI) From: Sent: Friday. December 07, 2012 12:26 PM (AT) (F<u>BI</u> AT) (FBI); To: (AT)<u>(FBI</u>) AT) (FBI) AT) (FBI) AT)(FBI) RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA --- UNCLASSIFIED Subject: RE Classification: UNCLASSIFIED Good morning Committee, I wanted to first thank each of you for your hard work and dedication to making sure event is "AWESOME". I wanted to touch base with each of you to see how you're coming along with handling your assignments (previous email notes below). Please provide me with an update as soon as time permits. Also, can you please handle making place cards for the head table? Currently the names are as follows:

5.

SAC Mark Giulano

ASAC Angela Tobon
There are two or three additional names, but I'll provide them to you upon return in
the office on Monday.
The office on Monday.
Demontally
Respectfully,
Admínistrative Specialist - Management Analysis
Atlanta Field Office .
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<pre>&lt;&lt; OLE Object: Picture (Device Independent Bitmap) &gt;&gt;</pre>
"Leadership is the art of accomplishing more than the Science of Management says is possible." By Colin Powell
From: (AT)(FBI)  Sont: Wednesday, Nevember 29, 2012 12:04 PM
Sent: Wednesday, November 28, 2012 12:04 PM         AT) (FBI);         (AT) (FBI);         (AT) (FBI);         (AT) (FBI);
AT) (FBI) (AT) (FBI); (AT) (FBI); (AT) (FBI);
(AT)(FBI) AT) (FBI) (AT)(FBI)
CC: (FBI) Subject: RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED
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Classification: UNCLASSIFIED
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Good afternoon,
SA provided me your names regarding you have agreed to assist with
$I_{i}$
handling her retirement celebration. I have compiled a list of things that needs to be
handled in order to make this event a success. I have also placed your name besides
the item I would appreciate you handling before, the day of, and the day after the
event. Also, if all committee members can assist with set-up and break down it is
· ·
extremely appreciated. Thanks for your assistance, and I am honored to work with
each of you in making this an "AWESOME" day for a very special lady.
1. Create an RSVP list (for formal invitations to be mailed too.)
(provide to
The state of the s
2. Create retirement program -

3. Family pictures of you (family photos with her sisters/brothers and
mother/father) - (forward to
4. Obtain some photos of your nieces & etc (forward to
5. Ask your siblings, close friends and/or significant other to write a retirement
letter to be included in the souvenir booklet -
6. Provide copies of any letters and/or awards regarding your work on any major
cases throughout your bureau career
7. Request your supervisor's through <u>out your bureau c</u> areer to write a letter
congratulating you on your retirement
8. Request ASAC Criminal write a retirement congratulation letter -
9. Request SAC write a retirement congratulation letter
10. Ask to photograph the event. (Dec. 13, 2012 @ 1:30 p.m 4:30 p.m.) -
11. Obtain podium w/seal to transport to seventh floor -
12: Obtain four easels from supply, and photo lab make posters:(Get with me
regarding the poster information)
13. Purchase 120 clear plates (9"), cups & forks, and red (lunch) napkins from Party
City: (Obtain funds from money collected: keep receipt)
14. Purchase food from Sam's for event on Wednesday at 12noon – committee
members (will provide list)
15. Wrap fork in napkin with red tie and place one at each table setting:
16. Handle posters:
10. Flatiale posters.
Dou hofens the grant. Wards appreciate grant against and in
Day before the event: Would appreciate everyone's assistance in
setting up, and after the event assistance in breaking down.
Day of the event: The following individuals please handle food prep
and set up as noted below:
Drink Stations: Punch/Coffee/Water <u>/Ice -                                    </u>
Vegetable Platters/Cheese Platters:
Fruit Platters/Pasta Salad:

Deserts/Rolls:
Swedish meatballs/Chicken:
Pigs-n-a-blanket:
Ef you need to reach out to me for additional assistance, or clarify some of the above, call me on Ext.
Respectfully,
·
Administrative Specialist - Management Analysis
<u>Atlanta Field Office</u>
CALE Objects Disture (Davise Independent Ditmon)
< OLE Object: Picture (Device Independent Bitmap) >> Leadership is the art of accomplishing more than the Science of Management says is possible." By Colin Powell
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(AT)(FBI)
From:         (AT) (FBI)           Sent:         Tuesday. December 11, 2012 2:07 PM           To:         (AT) (FBI)           Cc:         (AT)(FBI)           Subject:         RE   RETIREMENT CELEBRATION UNCLASSIFIED
Classification: UNCLASSIFIED
Hello Ladies,
I was out of the office on SL on yesterday. Please place my name on the list of attendees for the \$12.00 by Thank you.
ELSUR Operations Technician
Atlanta Division's ELSUR Control Center (ELCC)
From: (AT)(FBI) Sent: Monday, December 10, 2012 4:55 PM To: AT-All Subject: FW: RETIREMENT CELEBRATION UNCLASSIFIED
Classification: UNCLASSIFIED
Just a friendly reminder retirement celebration is December 13, 2 pm – 4 pm. See the attached flyer.
Classification: UNCLASSIFIED
Classification: UNCLASSIFIED
<< File: retirementflyer.docx >>
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(AT)(FBI)
From: Sent: Tuesdav. December 11. 2012 2:05 PM To: (AT)(FBI) Subject: RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED
Classification: UNCLASSIFIED  ===================================
From: (AT) (FBI) Sent: Tuesday, December 11, 2012 1:32 PM To: (AT) (FBI) Subject: RE: RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED
Classification: UNCLASSIFIED
Can you call and ask him if he would be willing to escort as she enters the room to the head table? If he says yes, ther would like for him to wear a suit and a burgundy tie to match dress.
From: (AT) (FBI)  Sept: Monday December 10, 2012 1:14 PM  To AT) (FBI); (AT) (
Classification: UNCLASSIFIED
I'm not available at all on Wednesday, except for maybe a short window in the afternoon
From (AT) (FBI)  Sent: Monday, December 10, 2012 11:36 AM  To (AT) (FBI); (AT)

Classification: UNCLASSIFIED
9am works for me!
Atlanta Division
From: (AT) (FBI)  Sent: Monday, December 10, 2012 11:32 AM
To         (AT)(FBI):         (AT) (FBI):         (AT
(AT)(FBI) (AT) (FBI); (AT) (FBI); (AT) (FBI);
Subject: RE: RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED
Classification: UNCLASSIFIED
I'm around in the am – does 9 am work for everyone to meet?
From (AT)(FBI)
Sent: Monday, December 10, 2012 8:48 AM         AT) (FBI)         (AT) (FBI);         (AT) (FBI);         (AT) (FBI);
AT) (FBI); (AT) (FBI);
(AT) (FBI)  Subject: RE:  RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED
Classification: UNCLASSIFIED
Good morning
Can you please provide the committee with an attendance count? So we can get an ideal as to if we have reached 100 attendees regarding the budget. Thanks.
Respectfully,
Administrative Specialist Management Analysis
Administrative Specialist - Management Analysis

Atlanta Field Office
<< OLE Object: Picture (Device Independent Bitmap) >> "Leadershíp ís the art of accomplíshing more than the Science of Management says is possible." By Colin Powell
From (AT)(FBI)  Sent: Monday, December 10, 2012 8:36 AM  To (AT) (FBI); (AT) (FBI); (AT) (FBI); (AT) (FBI);
AT) (FBI); (AT) (FBI); (AT) (FBI); (AT)(FBI); (AT)(FBI); (AT)(FBI); (AT)(FBI);
Subject: RE: RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED Importance: High
Classification: UNCLASSIFIED
Good morning Committee, When I made the arrangements with the table/chair company they have agreed to come and set the tables up for us on Wednesday on the seventh floor. We'll need individuals to help us set up the decorations and etc. Also can you please check and see if we can bring the podium over on Wednesday.
can you check with at Highwoods to see what time we can access the room for the table delivery, and to decorate on Wednesday. Afterwards can you contact the table company and let them know what time they can deliver the tables/chairs or have them call your cell phone when they're in route.
Committee once gets a time for that, then we'll set up a time to meet over there. Also, those committee members who are available Wednesday morning we'll need to try and meet for about .30 minutes at the main building to get additional leads to handle regarding purchasing the food and etc. Thanks everyone for your assistance and I'm sure will be pleased.
Respectfully,
Administrative Specialist - Management Analysis Atlanta Field Office

<< OLE Object: Picture (Device Independent Bitmap) >>

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From	(AT) (					
To:	: <u>December 07, 2</u> 01	2 2:11 PM ')(FBI):	(AT) (FBI);		(AT) (FB <u>I</u> );	(AT)
(FBI)	(AT) (FB		(AT) (FBI)		(AT) (FBI)	(AT)(FBI);
(101)	(AT)(FBI)		(FBI);	(AT)(FBI)		(AT) (FBI)
(AT <u>)</u>				<u>_</u> _		
Subject: RE:		RETIREMENT CE	ELEBRATION PRE & F	POST PLANNING	agenda uncl	ASSIFIED
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Claggifia	ation: UNCL	» CCTETED				
CIASSILIC	acton: onch	ASSIFIED			_	
		=======	=========		_	
Thanks for kee	ping us organized	on this				
			e with them on Mon	day to get a		
	ition and how-to f	•	•			
•	•	them off the ele	vator and to set the	m up if anyone		•
Is available the	-		! . £	:- b-f-uo		
	•	•	oods for us to use th signature line. We w	•		
Highwoods or		ey changed the s	ignature inte. We w	iii iiave tiiis at		
_	nt presentation is	almost done and	will be ready.			•
THE TOWER OR	ic presentation is t	annost done and	· · ·			
I have the follo	owing who will say	a few words:				
	with SWAT plaqu	e presentation		•		
	<u> </u>	•				
	US Attorney's	office			•	
	y few words					
SAC – presenta	ation of creds					
Is there anyone	e else we know of	who will say a fe	ew words? Fam	ily?		
Let me know a	nd I will put them	ion the agenda.				
			_			
	aft of the agenda	on Monday				
We'll go over i	t then.		<del></del>			
The when we calc						
Thanks much.						
		-				
From:		(AT)(FBI)				
	December 07, 201			1.	450 (5DT)	(47) (507)
To:	(AT) (FB)		AT) (FBI)	(.	AT) (FRI) (FBI)	(AT) (FBI); (AT)(FB <u>I</u> ):
	AT) (FBI); (AT)(FBI);		) (FBI) (FBI)	(AT)(FBI)	(LDI)]	(AT) (FBI);
		^//	\\\/\	,, ,		

(AT) (FBI)  Subject: RE:	RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED
Classification: UNCI	ASSIFIED
Good morning Committee,	
•	hank each of you for your hard work and dedication to making sure
event is "AWESOME". I	wanted to touch base with each of you to see how you're coming along with <u>s (previous email notes below)</u> . Please provide me with an update as soon as
SAC Mark Giulano	
ASAC Angela Tobon	,
7376 Angela Toboli	
There are two or t the office on Monday	hree additional names, but I'll provide them to you uponreturn in
Respectfully,	
Administrative Specialist -	Management Anglusis
Atlanta Field Office	Marvary processes y (realog 363
<< OLE Object: Picture (Device "Leadership is the art of acco	Independent Bitmap) >> mplishing more than the Science of Management says is possible." By Colin Powell
From:	(AT)(FBI)
Sent: Wednesday, November 2	3, <u>2012 12:04 PM</u>
To: (AT) (FBI) (AT)(FBI)	(AT) (FBI); (AT) (
Cc: AT) (FB Subject: RE	
RE	TUTINI CEFEDIVATION LUE & LOST LEVINITING AGENDY ONCEASSITTED

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(AT)(FBI)
From: Sent: Tuesday December 11 2012 1:37 PM To: (AT) (FBI) Cc: (AT) (FBI) RETIREMENT CELEBRATION PRE & POST PLANNING AGENDA UNCLASSIFIED
Classification: UNCLASSIFIED
Hey  FYI – The total cost for crystal vase which also includes an engraved pewter plaque is \$170.70.
From: (AT)(FBI)  Sent: Monday, December 10, 2012 1:02 PM  To: (AT) (FBI); (AT)
Subject: RE: RETIREMENT CELEBRATION PRÉ & POST PLANNING AGENDA UNCLASSIFIED
Classification: UNCLASSIFIED
Anytime works for me.
Respectfully,
Administrative Specialist - Management Analysis Atlanta Field Office
<< OLE Object: Picture (Device Independent Bitmap) >> "Leadership is the art of accomplishing more than the Science of Management says is possible." By Colin Powell
From: (AT) (FBI)  Sent: Monday, December 10, 2012 11:32 AM  To: (AT)(FBI); (AT) (FBI); (AT

	(AT)(FBI)	
From: Sent: To: Subject:	(AT)(FBI)  Monday, December 10, 2012 4:55 PM  AT-All  FW RETIREMENT CELEBRATION UNCLASSIFIED	
Classification:	UNCLASSIFIED	
Just a friendly re – 4 pm. See the a		is December 13, 2 pm
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Classification:	UNCLASSIFIED	